

ABSTRACT OF THE DISCLOSURE

In document output including mixture of different sizes, regarding a paper (A4 size) which is not Z-folded, header/footer information is printed on the 5 paper as a designated manner, and, regarding a paper (A3 size) which is to be Z-folded, the header/footer information is combined with document data in such a manner that the position of the header/footer information after Z-folding apparently becomes the same 10 as the position of the information on the A4 size. For example, in an opened condition, two header/footer information are printed at two positions, and positions of two header/footer informations are adjusted so that an information component (99/1) printed on an area A 15 and an information component (2/31) printed on an area D constitute one header information as "99/12/31". As a result, the header/footer information can be recognized at a glance without opening the folded page, apparently similar to the non-Z-fold paper.